

## Finding Your Facility

If you are looking to start a new Annual Utilization Report for your facility, follow the steps below.

Please note: Logging in is only needed to start, submit and revise reports. If you wish to only search for facility information and submitted reports, please skip to Step 4.

1. Login in to the ALIRTS by clicking "Login" on the left side of the screen, inside the grey bar.



2. Enter your login on the "Login" line and your password on the "Password" line

This screenshot shows the ALIRTS Login page. The page has a blue header with 'California Home' and 'Welcome to California'. The main content area is titled 'ALIRTS Login' and contains several paragraphs of text in red, including a warning about unauthorized use. At the bottom, there are two input fields: 'Login ID: xxxxxxxxxxxx' and 'Password: xxxxxxxx', both of which are highlighted with red rectangular boxes. Two red arrows originate from the 'Login' link in the previous screenshot and point to these two input fields. Below the input fields are 'Login' and 'Cancel' buttons, and a link that says 'Lost your password or login?'.

***If you forgot your login, see the "Forgot Your Login?" worksheet***

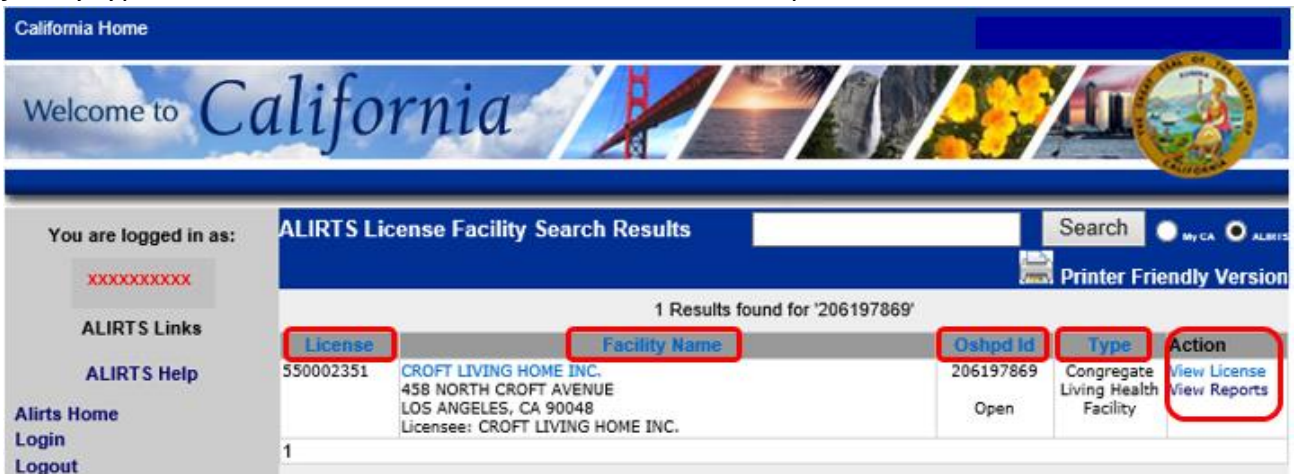
3. After you are logged in, you should see “You are logged in as:” with your username below it in red, if not go back to step 1.



4. Type in your OSHPD ID # in the search box then click “Search”



5. The next screen should show your license number, facility name, OSHPD ID number, facility type, and the two actions, “View License” or “View Reports.”



If you cannot find your facility in ALIRTS, please contact OSHPD at (916) 326-3854.